



City of San Diego
Development Services
Attn: Deposit Accounts
1222 First Ave., MS-302
San Diego, CA 92101
(619) 446-5000

THE CITY OF SAN DIEGO

Deposit Account / Financially Responsible Party

FORM
DS-3242
MARCH 2009

Project Address/Location:	Project No.: <i>FOR CITY USE ONLY</i>	Job Order #: <i>FOR CITY USE ONLY</i>
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Approval Type: Check appropriate box for type of approval needed:

- ☐ Grading ☐ Public Right-of-Way ☐ Subdivision ☐ Neighborhood Use ☐ Coastal ☐ Neighborhood Development
☐ Site Development ☐ Planned Development ☐ Conditional Use ☐ Variance ☐ Vesting Tentative Map
☐ Tentative Map ☐ Map Waiver ☐ Other: _____

Deposit Trust Fund Account Information: The plan review of development approvals/engineering permits require a deposit into a Trust Fund account. A Trust Fund account is established with an initial deposit. This initial deposit is drawn against to pay for the review of your project. During project review, the Financially Responsible Party will receive a monthly deposit statement reflecting the charges made against the account. The Financially Responsible Party may receive invoices for additional deposits for subsequent reviews of the project in order to maintain a minimum balance. The payment of this invoice will be required in order to continue processing your project. At the end of the project, any remaining funds will be returned to the Financially Responsible Party.

FINANCIALLY RESPONSIBLE PARTY

Name/Firm Name:	Address:	E-mail:
City:	State:	Zip Code:
Telephone:	Fax No.:	

Financially Responsible Party Declaration: I understand that City expenses may exceed the estimated advance deposit and, when requested by the City of San Diego, will provide additional funds to maintain a positive balance. Further, the sale or other disposition of the property does not relieve the individual or Company/Corporation of their obligation to maintain a positive balance in the trust account, unless the City of San Diego approves a Change of Responsible Party and transfer of funds. Should the account go into deficit, all City work may stop until the requested advance deposit is received.

☐ This is a continuation of existing project: _____ Please use the existing deposit account: _____

Instructions for using existing deposit account: Financially Responsible Party completing this form must be the same. Existing account must be in "open" status. Ministerial and Discretionary projects can not be combined into one account. Project location must be the same. Examples: public improvement/grading can be combined with a final map and a multi discipline preliminary review can be combined with a discretionary project. Accounting for multiple projects using the same account will not be possible.

Print Name: _____ Title: _____

Signature*: _____ Date: _____

***The name of the individual and the person who signs this declaration must be the same. If a corporation is listed, a corporate officer must sign the declaration (President, Vice-President, Chairman, Secretary or Treasurer)**

FOR CITY USE ONLY

Project Title: _____

Date Requested: _____ Requested By: _____

Staff Member Assigned to Account: _____

OPEN JOB ORDER TO DEPARTMENTS FOR *(Select one):*

- ☐ 1 - Discretionary Review, SCR, Prelim and Info Projects ☐ 2 - Ministerial Review and Inspection
☐ U - Underground Trenching ☐ Other: _____
 (FOR "OTHER" LIST DEPARTMENTS NEEDING TO BILL TO JOB ORDER)

ACCOUNT CLOSURE AUTHORIZATION

Date Requested: _____	<input type="checkbox"/> Completed
Print Name: _____	<input type="checkbox"/> Withdrawn
Signature: _____	<input type="checkbox"/> Inactive